

## **Job Profile**

<b>Paulet High School &amp; 6<sup>th</sup> Form College</b>				
<b>Job Number</b>	<b>Post Title</b>	<b>Grade</b>	<b>Points</b>	<b>Date</b>
AA6938 / C1210	Administration Officer – Data, HR & Marketing	Grade 5	423 NJC	January 2012

**Responsible to:**    **School Business Manager**

### **Purpose and values of department**

The administration team are a key group within the school. Providing daily support for all administrative functions to support the students, teaching and pastoral teams alongside the leadership team.

### **Statement of Purpose**

Under the direction of senior staff, to be responsible for the effective management of the school's pupil information system (Currently SIMS) marketing of the school via the website, social media and press; to maintain confidential staffing records; to assist with safer recruitment process; To undertake administrative, and organisational processes within the school and to assist with the planning and development of support services

### **Support for Data Management**

- To be responsible for all aspects of the operation of SIMS.net (Schools Information Management System) for the storage, production of information, statistics and reports associated with detailed pupil records.
- To manage pupil records particularly student achievement, student progress information and pupils' records.
- To liaise with staff for the maintenance of student and staff administrative data.
- Check for missing data and fill gaps by contacting other schools or agencies.
- To produce reports and analyse data as requested by the Senior Leadership Team and others, including the timely and accurate submission of complex statutory/statistical returns.
- Make data available to appropriate stakeholders at the appropriate time. e.g., parents, students, teachers, LEA, DCSF, other external agencies to meet internal and externally set deadlines.
- To liaise with the Senior Leadership Team to coordinate the arrival of Year 7 students in September and all other admissions at other times of the year.
- To liaise with Heads of House/Sixth Form to coordinate the Year 11 -13 leavers process and all other leavers at other times of the year.
- To support senior staff with the organisation and management of Year 9 options process.
- Liaise with External agencies as required.

### **Support to Human Resources**

- Maintain confidential staffing records
- Manage and check the safe recruitment process including
  - Liaise with senior staff on the composition of vacancy adverts & arrange for insertion in appropriate publications and websites
  - Liaise with senior staff on the relevant job description, person specification and other information to be sent to candidates

- Prepare and issue information to candidates
  - Collate application forms for senior staff for short-listing
  - Liaise with senior staff to organise interviews and issue invitations to candidates
  - Request references for interview candidates
  - Supply interview panel with all required candidate information
  - Issue appointment letters to successful candidates
  - Undertake relevant checks of information provided by successful candidates e.g., CRB
  - Collect and file all recruitment paperwork, including interview questions and notes.
  - Completion of appropriate forms to ensure contractual and payroll information is produced and accurately maintained
  - Ensure internal systems are updated to reflect all staffing changes (e.g., email lists, telephone lists, information on VLE and website)
  - Record sickness and other absences, monitoring medical certificates
  - Report on absence issues to Senior Leadership Team as appropriate
  - Prepare information for Return-to-Work Interviews
  - Monitor and check claims for employment e.g., additional hours, casual/ supply claims
  - Monitor and check travel and expenses claim
  - Liaise with HR service on specific HR issues
  - Liaise with Payroll administration as appropriate
- Maintain the Single Central Record in line with Ofsted Safeguarding requirements

## **Support to Marketing**

- To be the main point of contact for staff and external agencies/interested parties for the active promotion & marketing of all aspects of the school.
- Actively creating and sourcing regular and frequent material for publicity.
- Co-ordination of external media (e.g., press releases, radio etc.)
- Monitoring coverage of the school in the media
- Develop relationships with local media, ensuring regular coverage for the school (at least fortnightly)
- Monitor the school's social media and website in order to ensure that information is accurate and up to date:
  - Regular (at least weekly) updating of news items on social media and website
  - Regular maintaining and updating of items on social media and website as required (e.g., vacancies, briefing notes, calendar)
- Training and support of admin staff in the use of the social media & website
- Attend weekly staff meeting, take and distribute minutes to all staff

## **Support to School Events**

- To assist with the co-ordination and organisation of Events within the school environment as required (e.g. Summer School, Parent evenings, Awards events, Prom)

## **Support Organisational Management**

- Provide administrative and organisational support to other staff
- Undertake confidential typing and word-processing and complex IT-based tasks
- Operate relevant equipment/complex ICT packages
- Undertake research and obtain information to inform decisions
- Undertake administration of complex procedures
- Provide advice and guidance to staff, students and others

## **Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

### **Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

### **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

- Delivering energy conservation practices in line with any Trust strategies.

### **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes wellbeing, and which is in accordance with the school's Health, Safety and Wellbeing policy.

#### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

#### **Note 2:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

**Person Specification**  
**Administration Officer – Data, HR & Marketing**  
**Level 3**

Criteria	Measured by
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of development, management and operation of administrative systems.</li> </ul>	A
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>NVQ level 3 Business and Administration or equivalent qualification or experience in a relevant discipline</li> </ul>	A/I
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>Very good numeracy/literacy skills.</li> <li>Effective use of ICT and other specialist equipment/resources.</li> <li>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>Knowledge of financial procedures and processes</li> <li>Ability to relate well to children and adults.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>Good organising, planning and prioritising skills.</li> <li>Good interpersonal skills.</li> <li>Ability to direct other adults.</li> </ul>	A/I/T
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>Open, honest and an active listener.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>Communicates effectively.</li> <li>Has the ability to learn from experiences and challenges.</li> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	A/I

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test